

The Paris City Commission met in regular session in the City Commission Chambers at 9:00 a.m. on Tuesday, March 10, 2020.

Mayor, John Plummer called the meeting to order and the Pledge of Allegiance was recited.

City Clerk, Stephanie Settles conducted roll call.

Present: Mayor, John A. Plummer (arrived at 9:43 a.m.); Commissioner, Matt Perraut; Commissioner, Wallis Brooks; Commissioner, Stan Galbraith; Commissioner, Anna Allen-Edwards.

Others in Attendance City Manager, Daron Jordan; Assistant City Manager, Mike Withrow; City Attorney, Bryan Beaman

Upon determining a quorum was present for the transaction of business, City Manager Daron Jordan, proceeded to conduct the meeting.

Approve Minutes

Motion by Perraut, seconded by Brooks, approving the minutes of February 25, 2020 regular meeting. Motion carried by roll call vote of 4-0 with Perraut, Brooks, Galbraith, and Allen-Edwards voting Aye.

Andrea Brown, MPH Public Health Director of the Bourbon County Health Department, provided an update related to COVID-19 respiratory virus.

Mark Offutt, Chairman of the Paris-Bourbon County Parks and Recreation Board, provided an update related to Board progress and upcoming projects.

Old Business

Motion by Brooks, seconded by Perraut, approving an ordinance related to the City financial administration. Motion carried by roll call vote of 4-0 with Perraut, Brooks, Galbraith, and Allen-Edwards voting Aye.

**ORDINANCE NO. 2020-3
 AN ORDINANCE RELATING TO CITY FINANCIAL ADMINISTRATION**

WHEREAS, the City of Paris Code of Ordinances relating to financial administration is in need of updating to adjust to changes in Kentucky law and more efficient operation by the City.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF PARIS CITY COMMISSION THAT THE FOLLOWING PROVISION OF THE CITY OF PARIS CODE OF ORDINANCES SHALL BE REVISED AS FOLLOWS:

§ 23.201 PURCHASE PROCEDURE.

- (1) The City Manager shall have the authority to make all purchases of five thousand (\$5,000.00) dollars or less. For such purchases, the City Manager shall obtain two or more quotes from vendors whenever practicable and select that quote most advantageous to the city. All purchases made under this section shall be documented in writing, be specific as to the item purchased, dated, signed by the employee who made the purchase, and approved by the department head in writing. The City Manager shall then designate the department to which the purchase shall be charged. However, in exercising this authority, the City Manager shall not make any purchase for any expenditure for any department of the city where the expenditure, together with the sum total of other expenditures for the department, exceeds the appropriation made for the department for any fiscal year by the budget approved by the Board of Commissioners, unless prior consent is given by the Board of Commissioners.
- (2) The City Manager shall have the authority to make all purchases whose total cost exceeds five thousand dollars (\$5,000.00) but is less than ~~fifteen~~ **ten** thousand dollars (~~\$15,000.00~~ **\$10,000.00**) provided that: (a) the City Manager follows the requirements of subsection (1) above and; (b) obtains the consent of the two members of the Board of Commissioners who comprise the Audit Committee.
- (3) For any purchase whose total cost exceeds ~~fifteen~~ **ten** thousand dollars (~~\$15,000.00~~ **\$10,000.00**) but is less than ~~thirty~~ **twenty** thousand (~~\$30,000.00~~ **\$20,000.00**) dollars, the City Manager or his designee shall obtain two or more quotes from vendors, whenever practicable, and the Board of Commissioners shall select the quote most advantageous to the city. The city shall then follow the requirements of subsection (1).
- (4) For any item to be purchased whose cost exceeds ~~thirty~~ **twenty** thousand (~~\$30,000.00~~ **\$20,000.00**) dollars, the City shall follow the requirements of KRS 424.260, as it may be amended.
- (5) A copy of all documentation identifying and supporting any item purchased under this Section shall be submitted monthly to the City Commission.

The foregoing ordinance shall take effect immediately upon execution and publication.

Mayor Plummer arrived at 9:43 a.m.

Motion by Perraut, seconded by Allen-Edwards, approving a wastewater system audit service agreement with Strand Associates Inc. not to exceed \$ 264,000.00. Motion carried by roll call vote of 5-0 with Plummer, Perraut, Brooks, Galbraith, and Allen-Edwards voting Aye.

Budget workshops will be set up with the commission March 16th thru 18th as follows.

BUDGET WORKSHOP SCHEDULE		
DATE:	TIME:	DEPARTMENT:
Monday, March 16, 2020	9:00 AM	Fire
	10:00 AM	Police
	11:15 AM	City Clerk
Tuesday, March 17, 2020	1:30 PM	Water Production
	2:15 PM	Power Production
	3:00 PM	Electric Distribution
	3:45 PM	HR
Wednesday, March 18, 2020	1:30 PM	Public Works/Sanitation/Recl.
	2:30 PM	Waster Water / Water Dist.
	4:00 PM	City Manager/Utility Admin

A workshop for outside agency funding requests will be set for March 24, 2020 at 9:00 a.m. to hear requests for funding for the FY'21 budget. Additional review and changes to the personnel polic will be discussed.

Onboarding of DataMax revenue collection services has begun. An online portal will be established to work together with identifying businesses. DataMax will calculate the fees and penalties/interest and send an invoice to the business.

New Business

Motion by Allen-Edwards, seconded by Perraut, approving the surplus of a 1981 Chevy Reachall Bucket truck to be sold at public auction. Motion carried by roll call vote of 5-0 with Plummer, Perraut, Brooks, Galbraith, and Allen-Edwards voting Aye.

As authorized by KRS 82.083(3)(a) and other applicable law, the City of Paris declares the following miscellaneous equipment as surplus property. Each of the items were originally acquired for use as equipment/vehicles within the City of Paris Electric Distribution Department. They have outlived their useful life with the City and are in the process of being replaced. Transfer of these unneeded items for compensation avoids waste and will generate revenue so it is in the public interest to dispose of these items.

ITEM:	QNTY:	OBTAINED THROUGH:	ID #:	DISPOSAL METHOD:
1981 Chevy Reachall Bucket Truck	1	Purchase	174	Sold by Auction

Motion by Plummer, seconded by Allen-Edwards, approving one 6:00 p.m. evening meeting per quarter March, June, September, and December. Motion carried by roll call vote of 5-0 with Plummer, Perraut, Brooks, Galbraith, and Allen-Edwards voting Aye.

Daron Jordan discussed issuing a ClearGov Digital Budget Book for city and residents use, stating the approximate cost to be \$ 5,500.00. It was agreed to move forward with the process and have legal council review the agreement/contract.

A proposal was presented for Westside neighborhood planning assistance to include community strategies, meeting facilitation, supportive assistance, funding sources identification, long and short-term funding sources for a fee of \$ 15,000 for 6 quarterly meetings and up to 12 committee meetings. It was decided legal council will draft an agreement for consideration at a future meeting.

Motion by Allen-Edwards, seconded by Plummer, approving the purchase of 100 ¾” Neptune water meters for the Water Distribution department. Motion carried by roll call vote of 5-0 with Plummer, Perraut, Brooks, Galbraith, and Allen-Edwards voting Aye.

Payment of Invoices

Motion by Brooks, seconded by Perraut, approving payment of invoices as presented. Motion carried by roll call vote of 5-0 with Plummer, Perraut, Brooks, Galbraith, and Allen-Edwards voting Aye.

General Fund

CHECK NO	VENDOR	AMOUNT
44556	Burdine Security Group	\$559.90
44571	Morton, Erin	\$202.12
44551	B F Bailey, Inc.	\$1,800.00
44552	Baptist Health Occupational	\$254.00
44553	Bme Inc	\$3,625.08
44554	BMI	\$364.00
44555	BOURBON COUNTY COURT CLERK	\$16.00
44557	CDW GOVERNMENT INC	\$1,604.39
44558	Clean Sweep Janitorial Svc Llc	\$1,500.00
44559	Eads Hardware	\$360.30
44560	XTREME COMPUTER SERVICES	\$20.00
44561	FAIRWAY FARMS, LLC	\$2,500.00
44562	Finley Fire Equip DbA Bg Fire	\$761.98
44563	Galls, Llc	\$228.70
44564	STEPHANIE HUBBARD	\$3,219.17
44565	KENTUCKY BANK LOAN - #1000058134	\$7,928.98
44566	Kentucky League Of Cities	\$388.93
44567	Kentucky Uniforms, Inc.	\$107.89
44568	Kentucky Utilities Company	\$6,394.84
44569	KOI	\$573.99
44570	KRONOS SAASHR, INC	\$639.73
44572	Office Depot Card Plan	\$263.21
44573	Overhead Door Co. Of Lexington	\$708.00
44574	Settles, Stephanie	\$47.72
44575	Sophicity	\$6,359.54
44576	Tri-State Mailing Systems, Inc	\$97.50
44577	Unifirst Corporation	\$72.90
44578	AT&T - 5019	\$51.61
44579	At&t Club Service	\$523.97
44580	Bob Sumerel Tire Company	\$248.50
44581	CCP INDUSTRIES INC	\$287.92
44582	CLEAN AIR CONCEPTS	\$83,289.00
44583	Columbia Gas Of Kentucky	\$2,248.34
44584	Computeraid International	\$125.00
44585	Fleetpride	\$96.00
44586	Guardian	\$2,145.11
44587	Harbor Freight Tools	\$219.93
44588	HUMANA HEALTH PLAN INC	\$31,283.46
44589	Kentucky Bank - Visa	\$504.39
44590	KENTUCKY BANK LOAN - #1000059223	\$13,293.08
44591	Office Depot Card Plan	\$1,225.78
44592	Smith, Michael	\$100.00

44593	Southern Communications Inc	\$328.75
44594	Standard Business Machines	\$125.74
44595	STANDARD INSURANCE COMPANY	\$503.40
44596	TELECOM AUDIT GROUP	\$112.63
44597	Time Warner Cable	\$201.96
44598	Unifirst Corporation	\$80.86
44599	Walmart Community/Gecrb	\$402.30
		\$177,996.60

Utility Fund

CHECK NO	VENDOR	AMOUNT
52162	Usa Blue Book	\$623.69
52163	American Industries Inc	\$268.88
52164	American Safety Utility Corp.	\$227.45
52165	Arista Information Systems, Inc	\$5,065.23
52166	Bluegrass Kesco	\$200.00
52167	Cape Electrical Supply Llc	\$142.10
52168	Custom Metalworks	\$177.00
52169	Eads Hardware	\$1,681.34
52170	Fairbanks Scales	\$815.85
52171	Farwest Line Specialties	\$380.71
52172	Fastenal Company	\$494.14
52173	Fouser Environmental Services	\$3,168.00
52174	Hayes Pipe Supply, Inc	\$2,315.52
52175	KOI	\$842.09
52176	KRONOS SAASHR, INC	\$146.89
52177	KU - KENTUCKY UTILITIES	\$10,822.53
52178	Ray King	\$400.00
52179	ROBINSON'S TREE SERVICE & REMOVAL	\$2,887.50
52180	Sophicity	\$1,260.88
52181	Time Warner Cable	\$269.93
52182	Tri-State Mailing Systems Inc	\$97.50
52183	Unifirst Corporation	\$333.92
52184	Usa Blue Book	\$770.51
52185	Xylem Water Solutions Usa Inc	\$427.29
52186	At&t - 5014	\$84.25
52187	AT&T CLUB SERVICE	\$384.87
52188	Bob Sumerel Tire Co #228	\$248.50
52189	Bourbon Limestone Co.	\$233.00
52190	CCP INDUSTRIES INC	\$163.70
52191	Columbia Gas Of Kentucky, Inc.	\$1,483.09
52192	Fouser Environmental Services	\$436.00
52193	Guardian	\$752.13
52194	HUMANA HEALTH PLAN INC	\$13,077.46
52195	Kentucky Bank - Visa	\$2,025.79
52196	KIM MARSHALL PRINT SERVICES	\$127.44
52197	Martin's Sanitation Service	\$75.00
52198	Microbac Laboratories, Inc.	\$189.00
52199	Mim Distribution	\$2,538.00
52200	Overhead Door Co. Of Lex., Inc	\$5,400.00
52201	Quill	\$107.81
52202	Rumpke	\$15,855.03
52203	Smart, Chad	\$100.00
52204	Southern Communications, Inc.	\$498.10
52205	Standard Business Machines	\$125.74
52206	STANDARD INSURANCE COMPANY	\$186.00
52207	Us Geological Survey	\$5,100.00
52208	Usa Blue Book	\$626.72
52209	Verizon Wireless	\$127.59
52210	Walmart Community/Rfcsllc	\$206.37
		\$83,970.54

CPA, Brad Oberlander presented outstanding accounts payables invoices with General Fund outstanding of \$ 106,088.53 and Utility Fund outstanding of \$ 76,431.14.

Staff Reports

Stan Galbraith on the Behalf of EDA, Gordon Wilson

- Paris-Bourbon County Job Fair is March 11th, 9:00 a.m. – 5:00 p.m. at the Thoroughbred Center located at 3380 Paris Pike.

Chamber of Commerce Executive Director, Laure Biddle

- 2020 Census Lunch and Learn March 10, 2020 at Bourbon County Health Department at noon.
- Women in Business Luncheon March 24, 2020 at 1:00 p.m. at Dan Cummins
- Legends of Bourbon County Festival is in process and the website is live.

City Clerk/Treasurer, Stephanie Settles

- Reported that lien filing fees have raised from \$ 26 to file and release a lien to \$ 92. With that increase a 3rd mailing of past due tax bill notices was mailed out in hopes to reduce the number of liens to be filed in May.

City Attorney, Bryan Beauman

- Mentioned that the Freedom Steel lawsuit had been settled.
- Mentioned that a citizen contacted him asking if the lighting Ordinance will be reviewed by the City Commission as he had previously requested.
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City Manager, Daron Jordan

- Presented to the Commission a FY'21 working copy/rough draft of the budget. Budget workshops will begin next week to finalize department requests.
- The Garrett Morgan signs were installed, and once weather improves, The City will arrange a unveiling/ribbon cutting ceremony for the signs.

Mayor, Plummer

- Asked if the AED's have been installed at each department. Daron Jordan replied the AED's have been ordered, not yet received.

With no additional action or discussion to be heard the meeting moved to adjourn.

Adjourn

Motion by Perraut, seconded by Brooks, to adjourn the meeting at 11:11 a.m. Motion carried by roll call vote of 5-0 with Plummer, Perraut, Brooks, Galbraith, and Allen-Edwards voting Aye.

Mayor, John A. Plummer

Attest:

City Clerk, Stephanie Settles